CHECKLIST: STAFF ATTORNEY (Michael Fridkin's Office)

REQUIRED FOR EMPLOYMENT:

AO75B Type of Appointment - Staff Attorney

AO78 Application

AO78A Oath of Office/Appointment

AO78B Voluntary Race / Ethnicity, Gender, Disability Identification

Background Investigation Background Investigation Required Information

ELMO Signature Form ELMO Signature Form

Emergency Contact Form

[internal]

Emergency Contact Information Form

FMS 2231 Fast Start Direct Deposit Form

I-9 Employment Eligibility Verification

SF 144 Statement of Prior Federal Service

SF 2809 Health Benefits Election Form

SF 2817 Life Insurance Election Form

tax - federal W-4: federal

tax - state W-4: state (you must choose the appropriate state form)

[last updated: 06/09/2014]